

Minutes of the Personnel Committee

Tuesday, August 6, 2002

Chair Paulson called the meeting to order at 1:02 p.m.

Present: Supervisors Duane Paulson (Chair), Don Broesch, Pete Gundrum, Jeff Morris, and Bob Thelen. Carl Seitz arrived at 1:12 p.m. and Matt Thomas arrived at 1:25 p.m.

Also Present : Legislative Policy Advisor Dave Krahn, Chief of Staff Lee Esler, Citizen Lynn Broesch, Senior Financial Analyst Mike Baniel, Employment Services Manager Sue Zastrow, and Clerk of Courts Carolyn Evenson.

Approve Minutes of July 16, 2002

MOTION: Broesch moved, second by Gundrum to approve the minutes of July 16, 2002. Motion carried 6 -0.

Schedule Next Meeting Dates

August 20th and September 17th.

Executive Committee Report

Paulson advised of the following issues discussed at the last Executive Committee meeting.

- Approved all the appointments that were included in the last yellow packet. At this point, all County Executive appointments that require County Board Supervisor have been filled.
- Approved, by a 4 -3 vote, ordinance 157 -O-040 entitled "Repeal and Recreate Waukesha County Code Sections to Allow Underground Tanks for Self -Fueling at the Waukesha County Airport."
- There was no consensus on the resolution to sell the old courthouse to the museum for \$1 and provide them with funding so it will not be taken up at the next County Board meeting. This resolution had been sent back to committee at the County Board level. Administration Director Norm Cummings will appear at a future Executive Committee meeting to address this issue.
- County Board Chair Jim Dwyer and others recently went to Ohio to look at their prison system and what they're doing there.
- Included in the State budget, which is problematic for counties, is that decisions on court appointed attorneys that are made by judges will have to be paid for by the County.
- The County purchased two homes, of a total of five, to make room for the new Justice Center.

Carl Seitz arrived at 1:12 p.m.

Ordinance 157 -O-043: Abolish One Regular Full Time Position of Office Services Coordinator and Create One Regular Full Time Position of Programs and Projects Analyst Within the Office of Clerk of Circuit Court

Zastrow and Evenson were present to discuss this issue as outlined in the ordinance. Evenson said a regular full-time position of Office Services Coordinator is now vacant due to a recent

retirement in the Clerk of Courts Office. She is requesting that this position be abolished and that a regular full-time position of Programs and Projects Analyst be created.

The responsibilities of the Office Services Coordinator have been assigned to other employees on a temporary basis. The person currently holding the position of Court Self-Help Coordinator is a contracted employee, originally paid for with grant funds and later with Clerk of Courts budget. Evenson stated, essentially, two jobs would be put together into one. The person hired as Programs and Projects Analyst would perform the Office Services Coordinator work and the Court Self-Help Coordinator work. Evenson said there would be a 2002 savings of about \$14,000 and a 2003 savings of \$38,480. Zastrow and Evenson went on to list the necessary job qualifications of the Programs and Projects Analyst position which requires a college degree. The Office Services Coordinator position does not require a college degree.

Seitz had concerns with staff not hiring from within. Evenson felt this job required a college degree and she explained this further. Theleen was concerned about the wide pay range and explained how pay raises accumulate quickly when an employee starts toward the high end of the pay range. Evenson said normally new employees start at the low end and more than likely this person would also. Theleen asked then why do we have it? Zastrow said where they start at the pay range depends on their qualifications, experience, and what they may have earned elsewhere.

Matt Thomas arrived at 1:25 p.m.

MOTION: Broesch moved, second by Paulson to approve ordinance 157 -O-043. Motion carried 5 -2. Seitz and Theleen voted no.

Review Correspondence

Paulson advised of a WCA -sponsored educational seminar entitled "What's New in Collective Bargaining and Binding Arbitration" to be held on Monday, August 19th at the Holiday Inn Convention Center in Eau Claire.

Review Policies and Procedures for Background Checks

Zastrow referred to the County's policies and procedures on recruitment and selection. A state law had been passed on caregiver background checks for people that work in Health & Human Services. Prior to that time, and other than in the Sheriff's Department, the County was not doing criminal background checks. In 1998, the County started doing criminal background checks not only for Health & Human Services employees but all regular full-time and part-time County employees, and also temporary employees when it was requested of Human Resources by the hiring department.

Zastrow said they are re-examining this policy and will begin doing criminal background checks on all temporary employees. The one exception may be some of these seasonal positions in the Parks & Land Use Department. Zastrow said they are not allowed to discriminate against people with a criminal background. They could, however, eliminate a person's eligibility for certain positions due to a criminal record but it has to be related to the duties of that position. In addition, fraudulent applications are a basis for termination of employment.

Educational Presentation on the County Board Office Including the Board's Change of Intent for 2002 Operating Expenditures

Esler said the duties and responsibilities of the County Board staff is to ensure that County Board supervisors are adequately informed so they can exercise accountability duties as the Board of Directors for this Waukesha County Corporation. Esler said County government has all the powers of a private sector corporation. The County Board support staff includes Committee Support (Windy, Sandi, and Mary), Legislative Support (Lee, Dave, and Mark) and Internal Audit (Lori and Joe). One of Dave Krahn's primary duties is to monitor activities of the State Legislature in Madison and report back, primarily to the Executive Committee whose chairs then report back to their committees. Esler noted that Lori Schubert, Internal Audit Manager, is considered the County Auditor and this is a requirement listed in the State Statutes. (The County also hires an outside auditor who handles reconciliations of the County's books and balances). Esler went on to discuss the County Executive veto process with regard to county legislation.

Paulson referred to a memo from Esler to Finance Committee Chair Pat Haukohl requesting to use County Board funds to purchase a media cart, screen, and projector totaling \$3,500. Esler said this was not budgeted for in the 2002 County Board budget but funds are available. The office has had an increase in the frequency of PowerPoint presentations to the Board and standing committees. The board has been asked by other departments to update technology in order to facilitate these types of presentations. Staff do not feel guests should have to bring their own equipment to make presentations to the board.

MOTION: Seitz moved, second by Broesch to adjourn at 2:49 p.m. Motion carried 7 -0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Pete Gundrum
Secretary